can be ordered as Associate Deans when certain courses are being conducted at the Institute. It is further directed that not more than 2 Secretariat Officers mentioned above be deputed for each course.

By Order and in the name of the Governor of Karnataka,

H. P. DHARANENDRANATH,
Under Secretary to Government,
290 *General Administration Department. (Services)*

Job chart for Stenographers working in the Offices of the Heads of Departments and other subordinate offices.

OFFICIAL MEMORANDUM

O M. No. GAD 1 TOM 74. BANGALORE, DATED 26TH NOVEMBER, 1974.

In the Secretariat Manual of Office Proceedure, the principal duties and responsibilities of Personal Assistants cum Stenographers have been specified. It has been represented to Government that no such job chart has been prescribed for Stenographers working in the sub-ordinate Departments. It has therefore, become necessary to prescribe a job-chart for these Stenographers.

A Stenographer is generally employed on short-hand work. He is also required to assist, in the typing of urgent and confidential matters. Stenographers also work as Personal Assistants to the Heads of Departments and other officers. Taking into account this position, the principal duties and responsibilities of the Stenographers in the subordinate Departments shall be as follows :

1. Taking dictation in Shorthand and its transcription Attending to typing whenever required to do so.

2. Attending to telephones and maintenance of registers regarding calls and screening of telephone calls and visitors.

3. Maintenance of confidential records of Gazetted officers and other papers in the personal custody of the officer.

4. Attending to tour programmes and maintaining tour files.

5. Maintaining the log register of the car wherever this work is entrusted by the Heads of Department/office.

6. Keeping a list of daily engagements of the officer, arranging meeting etc.

7. Keeping track of progress and taking follow up action in important matters as instructed by the officer.

8. Carrying out corrections in the Officer's reference books.

9. Accompanying the officer, during his tour, whenever required and

10. Any other work incidental to the above items which may be entrusted by the Officer.

B. SUBBA RAO,
Under Secretary to Government,
General Administration Department,
273 *(Efficiency Research.)*

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